

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 10.15
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Ride-Along Program		



I. Introduction

The purpose of the Ride-Along Program is to provide interested adult civilians and members of the Columbus Division of Police or other Division-approved youth programs an opportunity to observe the daily operations of the Division.

II. Policy Statements

- A. Individuals participating in the Ride-Along Program shall fill out the Ride-Along Request/Release, form U-10.119, except for City of Columbus officials/employees riding in an official status.
1. **Public Safety Corps (PSC) members and police cadets** shall annually fill out one Ride-Along Request/Release form to have on file in the Patrol "S:\Admin_Patrol\Ride-Along Logs" folder.
 2. **PSC members** shall also complete the **Public Safety Corps** Program Weekly Ride-Along Approval & Tracking, **form U-10.119A**, and have it approved by a **unit mentor** prior to each ride-along with an officer.
 3. **Police cadets shall also complete the Police Cadet Weekly Ride-Along Approval & Tracking, form U-10.206, and have it approved by a police cadet staff member prior to the ride-along.**
 - a. **Police cadets are permitted unlimited ride-alongs with approval.**
 - b. **Police cadets shall wear their Division-issued uniform.**
- B. Participation in the Ride-Along Program shall generally be limited to two times per year, per participant unless approved by a lieutenant or higher.
- C. An individual's request to ride-along may be disapproved for:
1. Excessive participation in the program,
 2. The individual's criminal record,
 3. Prior problems with the individual,
 4. Inappropriate dress, or
 5. Any other just cause.
- D. Sworn personnel shall prohibit any ride-along participant from viewing or running LEADS information during the ride-along.
- E. Individuals participating in the Ride-Along Program shall be prohibited from using cameras or audio recording devices. Individuals shall be prohibited from taking any photographic or video images during the Ride-Along Program without the express written permission of a deputy chief, **an assistant chief**, or the Chief of Police.

- F. Sworn personnel shall advise citizens encountered during the tour of duty of the presence of any Ride-Along Program participant and disclose when they are employed by a media outlet.
- G. Sworn personnel shall not allow the Ride-Along Program participant to enter a private residence or business without the owner's permission.
- H. **PSC** and other Division-approved youth program members under the age of 18 must have a parent or guardian sign the "Release From Liability" section of the Ride-Along Request/Release form before participating.
- I. Division personnel shall document an individual's participation in the Ride-Along Program when logging into the CAD system.
- J. Sworn personnel shall not permit a participant to carry a firearm or other weapon during the ride-along, except for sworn law enforcement personnel from another agency.

III. Procedures

A. Employee Receiving Request

- 1. Provide the individual with the Ride-Along Request/Release form, or advise him or her to download the form from the Division's website and complete the Request to Participate section.
- 2. Confirm the identity of the individual.
- 3. Advise the individual that a sergeant will contact him or her regarding the approval or disapproval of the request and/or the date and time of the ride-along.
- 4. Complete the checks listed on the front of the Ride-Along Request/Release form and enter your name and badge/IBM number in the space provided.

Note: Include the name and/or Tech# of the Police Records Technician who conducts the BCI-CCH check and verifies the results.

- 5. Forward the Ride-Along Request/Release form to either the Headquarters Operations Unit Sergeant or the appropriate precinct/unit supervisor.
- #### B. Headquarters Operations Unit or Precinct/Unit Sergeant
- 1. Complete the "Administrative Supervisor Checks" section and approve or disapprove the request based on the applicant's eligibility and the available resources. Contact the Headquarters Operations Unit Sergeant for the information (including a person's eligibility status) as necessary.
 - 2. Notify the individual of the approval or disapproval. Assign a date, time, and employee for approved ride-alongs and fill in the appropriate section of the form.
 - 3. Forward the approved form to the appropriate precinct/unit sergeant or assigned officer.
 - 4. Scan and save disapproved Ride-Along Request/Release forms in the Patrol "S:\Admin_Patrol\Ride-Along Logs" folder.

- a. Include the disapproved applicant's information on the "Denials" tab of the Ride-Along Spreadsheet.
 - b. Shred the original document(s).
5. Immediately before the ride-along begins, ensure the individual completes the "Release from Liability" portion on the back of the Ride-Along Request/Release form and signs it in the presence of two witnesses.
 6. Note any unusual occurrences that happen during the ride-along on the back of the Ride-Along Request/Release form.
 7. The "Ineligible" box should be checked when:
 - a. Information obtained during the required background checks or after checking the Ride-Along Spreadsheet indicates that the individual cannot participate.
 - b. An incident occurs during the ride-along that raises concern and renders the individual ineligible to participate in future ride-alongs.

Note: If an individual is deemed ineligible as a result of an incident during the ride-along, update the Ride-Along Spreadsheet as necessary.

8. Scan and save the Ride-Along Request/Release form at the conclusion of the ride-along in the Patrol "S:\Admin_Patrol\Ride-Along Logs" folder.
 - a. Include the participant's information on the appropriate tab of the Ride-Along Spreadsheet.
 - b. Shred the original document(s).

C. Assigned Personnel

1. Ensure the "Release From Liability" section is signed by the individual or parent/guardian and witnessed by Division personnel, and then return the form to the sergeant for the duration of the ride-along.

Note: For **PSC members and police cadets**, ensure that a signed copy of the Ride-Along Request/Release form is in the Patrol "S:\Admin_Patrol\Ride-Along Logs" folder for the current year.

2. Advise Communications personnel of the presence of the ride-along participant and record the individual's full name when logging into the CAD system.
3. Include the participant's name and information as a witness on any applicable forms or reports as necessary.
4. Report unusual occurrences or concerns during the ride-along to the supervisor for documentation on the Ride-Along Request/Release form.
5. When conducting a ride-along with a **PSC member**:
 - a. Ensure the **PSC member** has his or her appropriate paperwork.
 - b. Add information regarding any unusual occurrences or comments in the "Activity" Section of the **Public Safety Corps** Weekly Ride-Along Approval and Tracking Form.
 - c. Sign the **Public Safety Corps** Weekly Ride-Along Approval and Tracking Form and forward it to the Recruiting Unit for filing.